



Administrative Assistant (Community Development)

City of Miami Gardens, FL. (107,000)

Date Posted: 07/15/10

Deadline: 07/23/10, or until filled.

Salary: \$34,346.97 min. to \$42,933.19 mid. / DOQ

Nature of Work:

Responsible for administrative work supporting the Department's various Housing and Economic Development programs. Primary duties include, but are not limited to, processing payments requests, administering various mailing and vendor databases, receiving bid packages, receiving and processing program applications, evaluating applications for completeness and accuracy and maintain program waitlists. Responsible for Department's front desk reception, which includes answering telephones and providing general customer service to departmental clients. Position requires continual public and interdepartmental contact. Work involves use of a telephone, personal computer using a variety of software applications (Word, Excel, PowerPoint) and other office equipment. Performs other related duties as required and assigned. Work is reviewed through personal conferences and written reports.

Minimum Requirements:

Graduation from high school; two (2) years of administrative/secretarial experience required. Experience working with grant funded programs in a municipal government and exceptional customer service experience is highly desirable. Bilingual preferred.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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